



Dark Room Equipment

Norwalk Public Schools
REQUEST FOR PROPOSAL

Proposal Response Date:11/08/16 at 3:00p.m.

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Overview

Norwalk Public School System is the 6th largest school district in the state of Connecticut with more than 11,000 students in 20 schools (27.7 square miles). There are 12 elementary schools, four middle schools, two high schools, one alternative high school, and one early childhood center.. Norwalk Public School administrative offices are located at: 125 East Avenue, Norwalk, CT 06852.

Proposals will be accepted until **November 8th at 3:00 p.m.** at which time they will be opened. No proposal received after that time will be considered. The Proposer assumes the risk of any delay in the mail or in the handling of the mail by employees of the Norwalk Public Schools whether sent by mail or by means of personal delivery, the proposer assumes responsibility for having its proposal received by Norwalk Public Schools on time at the place specified.

All proposals must be sealed and must be submitted in a plain opaque envelope. All proposals must be addressed to:

Karen Bartron
Purchasing Agent
Norwalk Public Schools
125 East Avenue
Norwalk, CT 06852.

The proposal label must be clearly marked:

Telephone quotations or amendments will not be accepted at any time. All materials submitted will become property of the District.

The Norwalk Public Schools may make any investigation necessary to determine the ability of the Proposer to meet the needs of this proposal. The Proposer shall furnish any additional information that the District shall request in order to make a determination of a proposal award.

The Norwalk Public Schools reserves the right to consider cost, experience and service history in the award of this proposal. The Norwalk Public Schools reserves the right to waive technical defects in proposals, to reject any or all proposals, in whole or in part, and to make such awards in whole or in part, to re-advertise and invite new proposals; to modify proposals based upon negotiation with the proposer(s); that is in its judgment will be in the best interest of Norwalk Public Schools even if such proposal is not the least cost proposal. The Norwalk Public Schools also reserves the right to discuss the proposal with one or more proposers and to make such modifications as the Norwalk Public Schools, in its sole discretion, deems to be in its best interests.

I. Request for Proposals

Instructions, Proposal Forms, and Specifications are enclosed within this packet. Proposals must be submitted on the proposal response form included in this packet. Supplemental documentation is permissible. Quotation submissions should be in sealed envelopes that are clearly marked

By submitting a proposal, the Proposer will be presumed to be thoroughly familiar with the Request for Proposal, Specifications, other documents, including all Addenda and to have inspected the sites so as to be fully informed of NORWALK PUBLIC SCHOOLS's needs as they pertain to performance of this contract. The failure or omission of any Proposer to examine any site, form, instrument, or document shall in no way relieve the Proposer from any obligation with respect to its proposal. No proposal may be withdrawn for a period of sixty (60) calendar days after the scheduled closing for the receipt of proposals.

1.01 Primary Contact

All questions regarding this Request for Proposal shall be submitted via e-mail to:

Karen Bartron
Norwalk Public Schools
125 East Avenue
Norwalk, CT 06852.
bartronk@norwalkps.org

1.02 Response Date

A copy of the proposal must be received at the Business Office prior to 11/08/16, 3:00 p.m. Any proposal in route to this location or delivered to other locations in the School District will not be considered timely and will be returned unopened. Proposals received after the deadline will be late and ineligible for consideration.

II. Consideration and Award

The NORWALK PUBLIC SCHOOLS may award a contract based upon the initial proposals received without discussion of such proposals. Accordingly, each initial proposal should be submitted with the most favorable price and service standpoint. All proposals shall include completed forms as provided by the District. The Norwalk Public School District reserves the right to reject any or all proposals received or any parts thereof for any reason whatsoever, to waive any informality in any proposal or in any provision in the request for proposals, to require a modification of contract terms at any time, and to select the bidder who, in the opinion of the District, will meet the best interests of the District, provided that nothing herein shall be deemed to waive any

requirement of federal, state or local law. Under no circumstances will the District be responsible for the cost of preparing any bid or proposal.

The awardee vendor must supply all new equipment; no refurbished equipment will be accepted. Award of the proposal will be based upon the following criteria:

- Experience (new vendors should provide a brief narrative of past experiences with Norwalk Public Schools or references of work with other school districts, or of other facilities of similar size.)
- Flexibility of the vendor to work with the school district (predominantly while school is not in session or after hours).
- Pricing
- Availability (ability to provide all products/services in a timely manner).

III. Response Sheet:

Proposals are scheduled to be accepted or rejected by the Norwalk Public Schools within sixty (60) days of the proposal due date. The Norwalk Public Schools reserves the right to waive any informality and to accept or reject all or any part of any or all Proposals.

Darkroom Equipment				
Quantity	Description	Unit Price		Total
2	Darkroom hanging lights. Thomas Duplex Safelight #42133			
4	Enlarger with baseboard and 50mm lens kit. Beseler Cadet II #3502			
4	Electro-mechanical darkroom timer, 120v/60/Hz, GraLab 300, #GR300			

Submitted by: _____
(Printed name) (Signature)

Title: _____ Date: _____

Telephone #: _____

IV. Non-Collusion Affidavit

The undersigned, as a company proposing on the above indicated project, declares that the only persons or parties interested in this proposal as principals or in the contract proposed to be taken are named herein; that this proposal is fair in all respects and made without collusion or fraud; that the proposer has carefully examined the location of the proposed work, the Specifications including the Request for Proposal and all addenda thereto, prepared by the Owner; and proposed and agrees if these terms and conditions are accepted that the undersigned will contract, to provide all necessary and proper personnel to do all the work and furnish all labor and material necessary or proper to carry out the contract in the completion of the work for the following lump sum pricing.

The undersigned further agrees, if awarded the contract on this proposal, to commence work at the time stated in the notice to proceed, unless otherwise permitted or directed by the Owner and further agrees to complete the work of this contract as specified.

This form must be signed by an officer authorized to represent and commit the organization to all terms and conditions contained in the proposal. The authorized person signing below further certifies that this bid has been prepared without collusion with any other bidder, the Norwalk Public Schools, or any employee of the Norwalk Public Schools.

Name of Company _____

Address _____

Phone #: _____ Fax #: _____ Email: _____

Federal I.D. #: _____

Authorized Signature: _____ Date: _____

Phone #: _____ Fax #: _____ Email: _____

Federal I.D. #: _____

Authorized Signature: _____ Date: _____

Printed Name: _____ Title: _____

REFERENCES:

1. FIRM NAME: _____
ADDRESS: _____
CITY, STATE, ZIP CODE: _____
TELEPHONE: _____
RESPONSIBLE COMPANY AGENT:
NAME: _____
TYPE OF OPERATION (Bank, School, Industrial, etc.) _____

2. FIRM NAME: _____
ADDRESS: _____
CITY, STATE, ZIP CODE: _____
TELEPHONE: _____
RESPONSIBLE COMPANY AGENT:
NAME: _____
TYPE OF OPERATION (Bank, School, Industrial, etc.) _____

3. FIRM NAME: _____
ADDRESS: _____
CITY, STATE, ZIP CODE: _____
TELEPHONE: _____
RESPONSIBLE COMPANY AGENT:
NAME: _____
TYPE OF OPERATION (Bank, School, Industrial, etc.) _____